



Provincial Dental Board of Nova Scotia
103, 210 Waterfront Drive
Bedford, Nova Scotia B4A 0H3

Specialist
REQUIREMENT CHECKLIST

Please submit this checklist with your application.

- ☐ A completed application form, signed by a Commissioner of Oaths, with an attached passport photo.
- ☐ A certified copy of graduation certificate from a dental program accredited by the Commission on Dental Accreditation of Canada, or the American Dental Association Commission on Dental Accreditation. (See website for additional info on Australia, New Zealand and Ireland).
- ☐ A letter from the Dean certifying your graduation from the dental program.
- ☐ A copy of your National Dental Examining Board (NDEB) certificate.
- ☐ A certified photocopy of your graduate / post graduate degree, diploma or certificate in a specialty recognized by the Board from a post secondary educational institution in Canada or the United States whose specialty program is or has been accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation.
- ☐ Confirmation of successful completion of the National Dental Specialty Examination (NDSE) administered by the Royal College of Dentists of Canada.
- ☐ A certified copy of Canadian birth certificate, or Canadian citizenship card or proof of permanent Canadian residency status.

(If an applicant is not a Canadian citizen or permanent resident of Canada then the applicant must provide details about their current citizenship status and a certified copy of the authorization issued by Citizenship and Immigration Canada which permits them to engage in the practice of dentistry in Canada).
- ☐ A Certificate of Good Standing from every jurisdiction in which you are currently or have been previously licensed in.
- ☐ Verification of active membership in the Nova Scotia Dental Association (please contact 902-420-0088 or visit the website at www.nsdental.org)
- ☐ Verification of malpractice insurance through CDSPI – minimum of \$ 3 million coverage.

- ☐ A Vulnerable Sector Search and a Criminal Record Check (Performed within the previous 12 months)
- ☐ Two written / signed character references from non-family members who have known you for the past four years.
- ☐ Payment of appropriate fees by Visa, Mastercard, debit, cheque, or money order to the Provincial Dental Board of Nova Scotia
 - \$ 100.00 initial registration fee
 - \$ 1,145.00 annual license fee (December 1 – November 30th)
 - \$ 572.50 if licensing after June 1st of any given year
- ☐ (Applicable if not a new graduate only) Proof - letter from employer or signed affidavit- of continual practice defined as a minimum of 450 hours within the last three years preceding the date of application.
- ☐ Translation of documents. (if applicable)

I give permission for the PDB to obtain clarification of documents if deemed necessary.

Yes ☐ No ☐

FAILURE TO PROVIDE A COMPLETE APPLICATION AND ALL REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED TO THE APPLICANT.